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PUBLIC SECTOR MANAGEMENT

# Parliamentary Procedure Training for Elected Officials, Civic Leaders, Board Members and Organization Leaders

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| 10 days | English | Classroom / Online |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 22 Feb – 5 Mar 2027 | Live online | Online (live) | €1,800 |
| 2 – 13 Aug 2027 | Live online | Online (live) | €1,800 |
| 6 – 17 Sep 2027 | Madrid | Classroom | €7,200 |

### Register or ask a question

Online: x8ti.com/course/parliamentary-procedure-training-for-elected-officia…
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# Parliamentary Procedure Training for Elected Officials, Civic Leaders, Board Members and Organization Leaders

## Introduction

Parliament plays a crucial role in democratic governance by shaping laws, policies, and public administration. Its function as a representative body ensures citizen involvement in national decision-making. Parliamentary procedure, a framework of rules and ethics governing meetings, is essential for democratic processes.

It facilitates organized discussions, fair representation, and informed decision-making. Parliamentary oversight monitors government actions and ensures adherence to laws and policies. Effective parliamentary practice is vital for public sector professionals to achieve organizational goals and serve the public interest.

This course by Xcelerate Training Institutes provides a comprehensive understanding of parliamentary procedure, empowering participants to implement it effectively within their organizations.

## Learning Objectives

### This course aims to equip public sector professionals with:

- In-depth knowledge of parliamentary process and its principles.
- Proficiency in parliamentary tools and techniques.
- Confidence and ability to implement parliamentary procedures.
- Understanding of parliamentary powers and organizational alignment.
- Skill in effective motion presentation and debate.
- Knowledge of the decision-making process from organizational boards to legislatures.
- Familiarity with Robert's Rules of Order.

## Training Methodology

This customized training combines presentations, group discussions, role-playing, and experiential learning. It follows an interactive "Do-Review-Learn-Apply" approach.

## Benefits for Your Organisation

- Improved meeting efficiency and management.
- Alignment of organizational processes with national standards.
- Enhanced stakeholder satisfaction and consensus-building.
- Improved decision-making and achievement of organizational goals.
- Increased innovation and employee engagement.
- Enhanced public service delivery and citizen satisfaction.

## Benefits for You

- Expanded knowledge and understanding of parliamentary process.
- Improved skills in parliamentary procedures and techniques.
- Increased confidence and ability to influence organizational decisions.
- Enhanced decision-making, problem-solving, and leadership skills.
- Opportunities for career advancement.
- Contribution to public welfare and improved quality of life.

## Who Should Attend

- Senior management, board members, and parliamentary representatives.
- Shareholders and investors.
- Human resources professionals.
- Policymakers and compliance officers.
- All public servants interested in parliamentary processes

## Course Outline

This course offers a comprehensive understanding of parliamentary procedures. It covers the structure, roles, and processes of parliamentary bodies, with a focus on effective meeting management and decision-making.

### Understanding Parliament

### This section introduces the fundamental concepts of parliament including:

- Its structure
- Responsibilities
- Parliamentary process itself
- Covers the foundational rules of parliamentary procedure, Robert’s Rules of Order

### The Purpose of Parliamentary Procedure

- Explains the rationale behind parliamentary procedure
- Emphasizing its role in ensuring fair participation
- Maintaining order
- Preventing confusion during meetings

### Principles of Parliamentary Procedure

### This section outlines the core principles that guide parliamentary procedure including:

- Focused discussions
- Fair treatment of members
- Majority rule with minority rights
- Impartial leadership

### Benefits of Parliamentary Procedure

### This section highlights the advantages of using parliamentary procedure, such as:

- Efficient meetings
- Fair decision-making
- Orderly discussions

### Parliamentary Tools

### This section introduces the essential tools used in parliamentary proceedings including:

- Motions
- Nominations
- The role of the chair
- Voting methods

### Types of Motions

### This section categorizes motions into four types:

- Main motions
- Subsidiary motions
- Incidental motions
- Privileged motions

### Motion Handling Process

- This section outlines the step-by-step process for handling motions, from introduction to debate and voting

### Main Motion Types

### This section provides details about the different types of main motions including:

- Resolutions
- Original motions

### Subsidiary Motion Types

### This section explains the various subsidiary motions used to modify or manage main motions such as:

- Amendments
- Referrals
- Debate limitations

### Incidental Motion Types

- Covers incidental motions
- Arise unexpectedly during meetings
- Includes examples like points of order
- Requests for information
- Appeals

### Privileged Motion Types

- Discusses privileged motions

- Take precedence over other motions due to their urgency such as:
- Adjournment
- Questions of privilege

## The Role of the Chair

## This section defines the responsibilities of the chair including:

- Maintaining order
- Recognizing speakers
- Ruling on procedural matters
- Voting under specific circumstances

## Voting Methods

## This section describes the different methods of voting used in parliamentary proceedings including:

- Voice votes
- Show of hands
- Standing votes
- Ballot votes

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# Registration Form

## Parliamentary Procedure Training for Elected Officials, Civic Leaders, Board Members and Organization Leaders

Preferred dates: ..... Venue or online: .....

Duration: 10 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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